



**Eits**  
Energy IT Services

# Microsoft Office 2007 Quick Overview



U.S. DEPARTMENT OF  
**ENERGY**

Office of The Chief  
Information Officer

# Welcome to the Microsoft Office 2007 Overview Course!



# Office 2007 Overview Course

- About Office 2007**
- New Office 2007 features available across all applications**
- New features specific to Word, Excel, PowerPoint, and Outlook**



# About Office 2007

- Microsoft Office 2007 is the latest version of the integrated application suite – made up of Word, Excel, Access, PowerPoint, Publisher, and Outlook.**
- Past versions of the suite were built upon previous versions, which resulted in a growingly complex interface of more toolbars and menus.**
- With Office 2007, Microsoft redesigned the interface to be more task versus command focused making navigation simpler.**



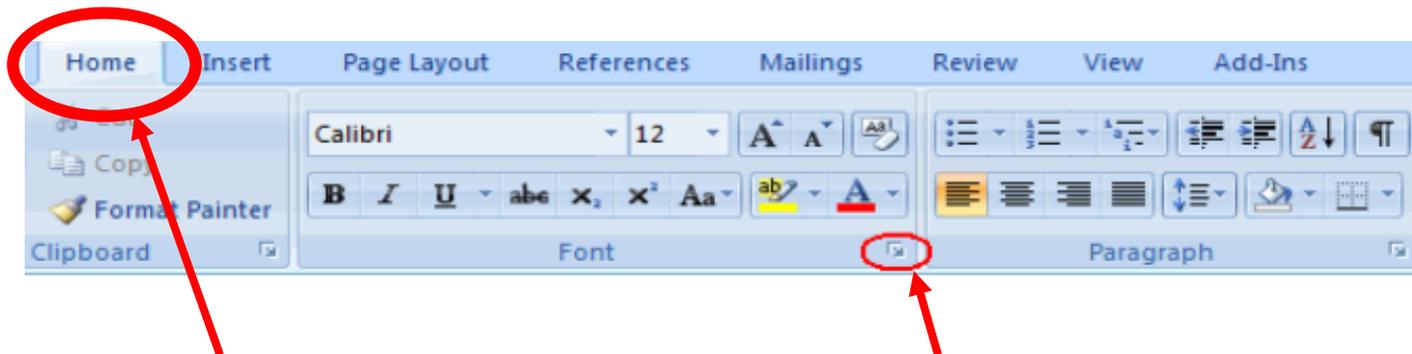
# What's New in Office 2007?

- The Ribbon**
- Office Button Menu**
- Quick Access Toolbars**
- Live Preview**
- Enhanced Screen Tips**
- Themes**
- Preparing and Finishing**
- Zoom**
- File Formats/Types**
- The Office Assistant has been replaced with an online help system.**



# The Ribbon

- ❑ **File menu replacement:** The standard menu bar and toolbars have been replaced with the Microsoft Office  button
- ❑ **Commands are now accessed through the Ribbon.** The Ribbon, located across the top of the application, contains all the commands to access your functions.

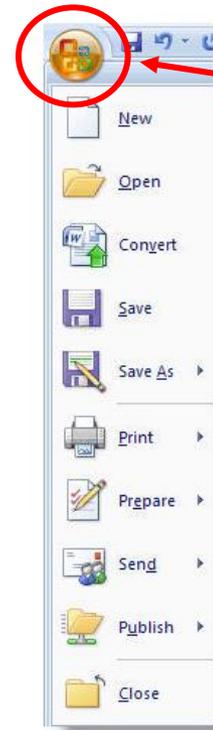


**Click a command tab to view different ribbons.  
The Home tab is shown.**

**This symbol indicates there are more  
commands in this Font group.**

# Office Button Menu

- ❑ In previous versions of Office, the File menu contained all the commands for opening, saving, and printing. In Office 2007, the commands are accessible through the Office button.



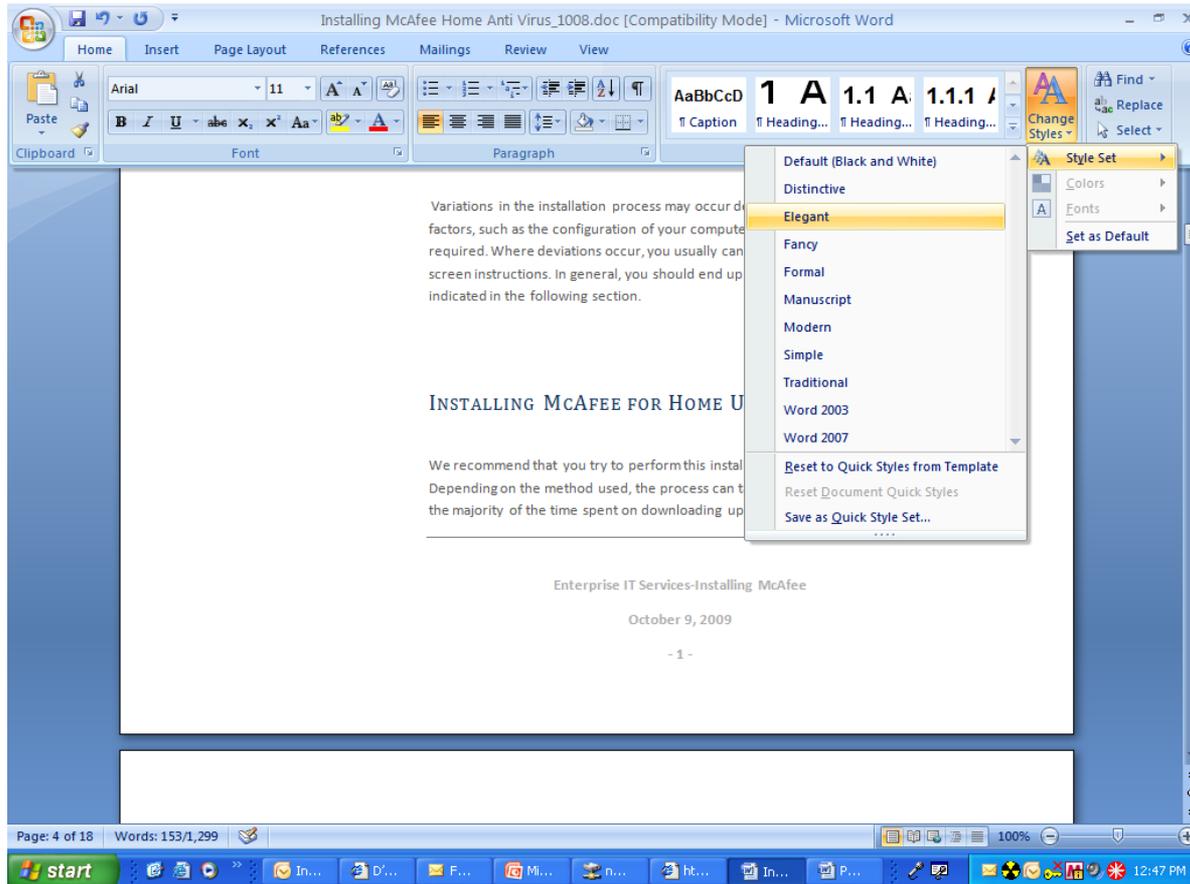
**Click the Office button to generate the pull down menu.**

# New Office Button Commands

- Familiar commands, such as “New,” “Open,” “Save,” and “Save As” are still utilized.
- New commands are:

<b>Print Menu</b>	Allows you to preview the document before printing, open the print dialog box, or send the document directly to the printer using the Quick Print command.
<b>Prepare Menu</b>	Lists the “final checks” to run on the document before distributing it to others, including checking on hidden metadata, and checking for compatibility with earlier versions of Office.
<b>Send Menu</b>	Allows you to send documents through email or Internet fax.
<b>Publish Menu</b>	Lists various ways to publish your documents including through document workspaces and document management servers.

# Live Preview Pane

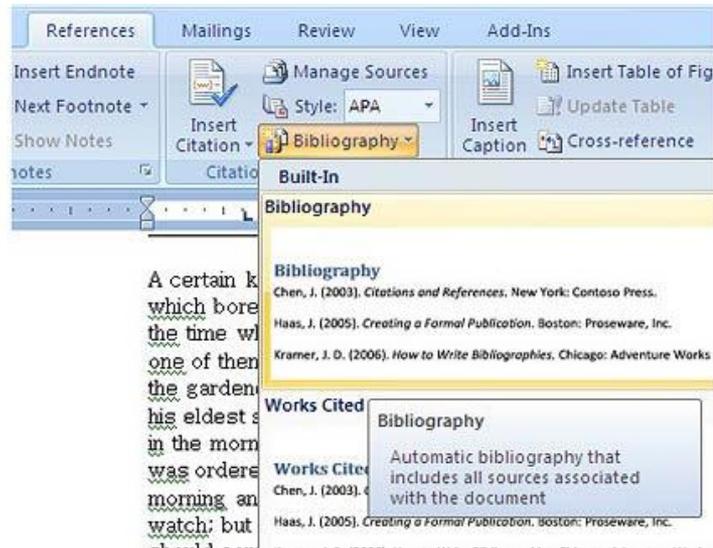


# Live Preview

- The Live Preview allows you to see formatting changes in your document.**
- What's Previewed? The window allows you to view:**
  - 1. Font formatting**
  - 2. Paragraph formatting**
  - 3. Quick Style and Themes**
  - 4. Table formatting**
  - 5. SmartArt**

# Enhanced Screen Tips

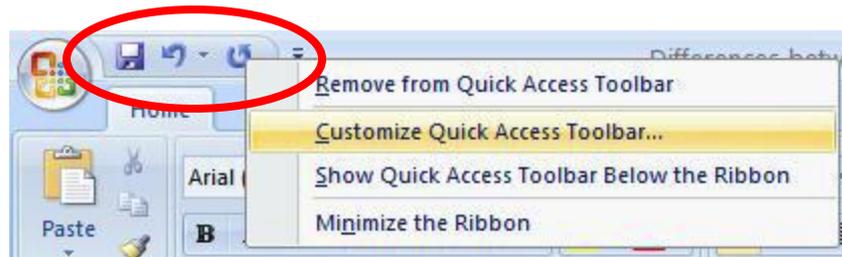
- ❑ A ScreenTip is a small information box that displays the name of the command and the corresponding keyboard shortcut. Enhanced ScreenTips are available in Word, Excel, PowerPoint, and Access.



**Enhanced ScreenTips**

# Quick Access Toolbar

- ❑ **The Quick Access Toolbar is a customizable toolbar where you can place commands you use regularly.**



- ❑ **You can customize the toolbar by clicking the arrow at the end and choose commands by checking or unchecking them. You can place the Quick Access Toolbar above or below the Ribbon.**

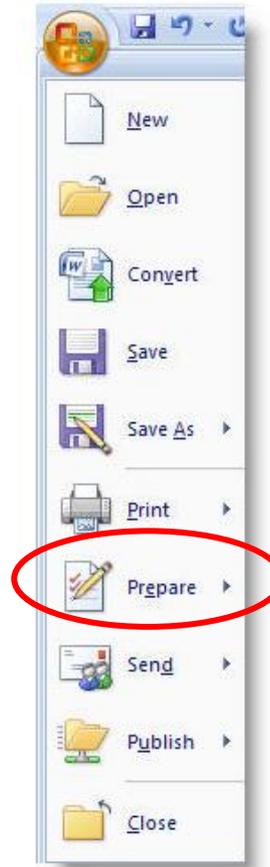
# Mini Toolbars

- ❑ When you select text, you will see a mini bar that displays fonts, font style, font sizing, alignment, text color, indent level, and bullet features.



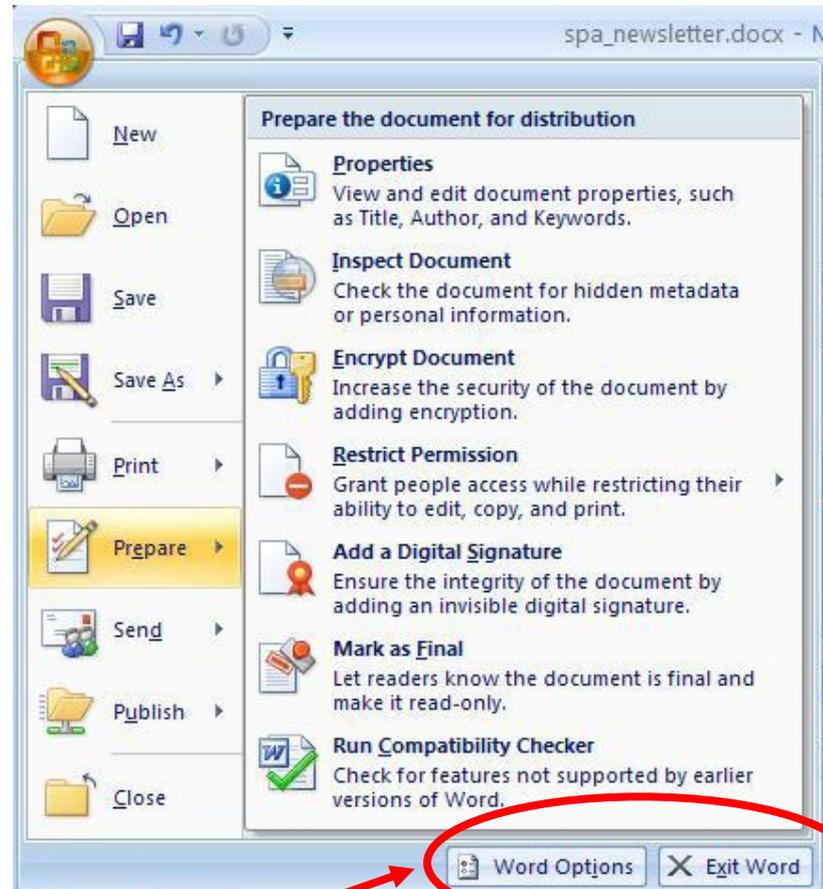
# Preparing and Finishing

- ❑ **Before sending any document, there are tasks you may want completed before delivery of the final product. Office 2007 provides you with The Prepare Menu, a feature that allows you to perform up to 7 commands before sending out your document to others. The Prepare Menu is available in Word, Excel, and PowerPoint.**



# How the Prepare Menu Works

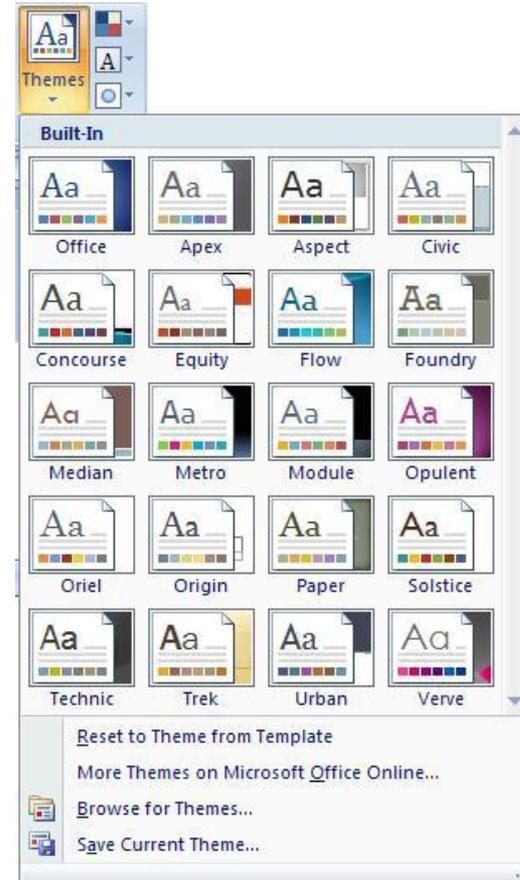
- ❑ Click the Office button to generate the pull down menu and select **Prepare**. The following window displays the 7 available options. Click on the appropriate option for your needs.



**Word Prepare Menu Example**

# Themes

- ❑ Office 2007 includes a Themes gallery you can use to improve the appearance of your document's color and fonts. Themes are available in Word, Excel, PowerPoint, and Outlook. Click the Page Layout tab on the Ribbon.
- ❑ Select the Themes group, click the Themes button.
- ❑ Select a theme in the Built In section to apply it to your document.



# File Format

- ❑ **File formats have changed in Office 2007 for Word, Excel, and PowerPoint and are now based on XML (Extensible Mark up Language).**
- ❑ **The new file formats allow for smaller secure files, which better protect privacy and offer more flexibility.**
- ❑ **You can still open files created in previous versions of Microsoft Office. The file will open in compatibility mode. However, Office 2007 features will be disabled to allow others with older versions of Microsoft Office to work in your document.**

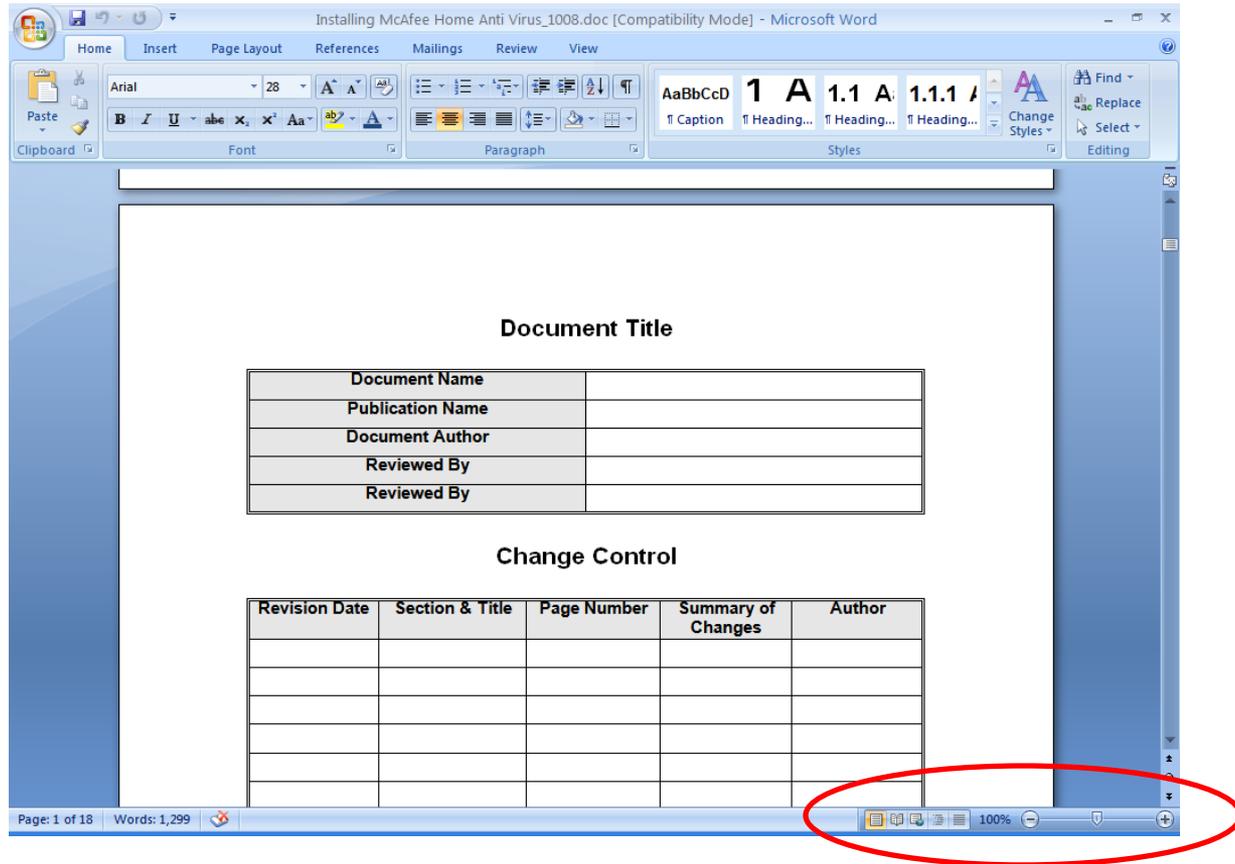
# What is XML?

- ❑ **Extensible Markup Language (XML) is a simple, flexible text format designed for electronic publishing and the exchange of a wide variety of data on the Internet and elsewhere .**
- ❑ **Interoperable: Easily integrate business information with documents. Exchanging data between Office applications and enterprise business systems is simplified.**
- ❑ **Open and royalty-free: The Office XML Formats are universally accessible.**
- ❑ **Robust: The Office XML Formats are designed to help reduce the risk of lost information due to damaged or corrupted files.**
- ❑ **Secure: The more user friendly Office XML Formats translates to more secure and transparent files. Users can easily identify and remove personal and business information from their files.**
- ❑ **Backward-compatible: The 2007 Microsoft Office system is backward-compatible with these earlier versions: Microsoft Office 2000, Microsoft Office XP, and Microsoft Office 2003.**

# File Extensions

		File Extension	
Application	File Type	2007	2003
Word	Document	.docx	.doc
	Template	.dotx	.dot
PowerPoint	Presentation	.pptx	.ppt
	Template	.potx	.pot
Excel	Workbook	.xlsx.	.xls
	Template	.xltx	.xlt

# Zoom

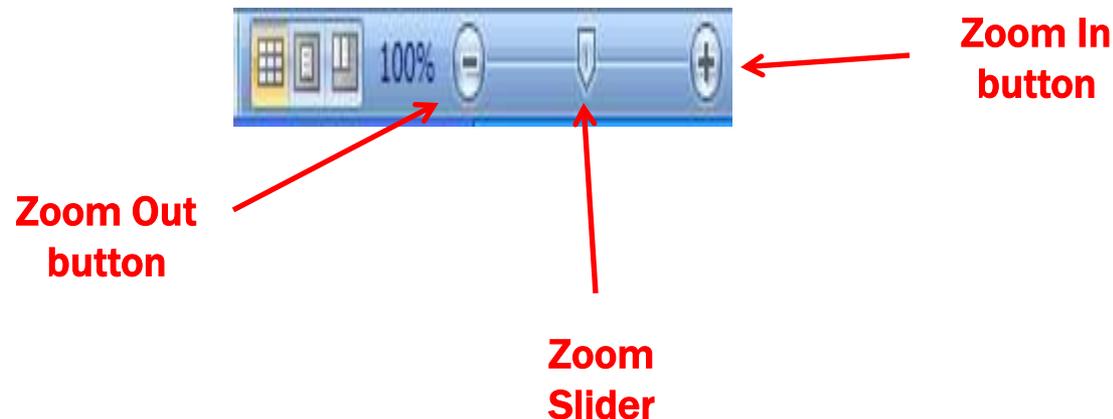


**Zoom Slider**



# Zoom

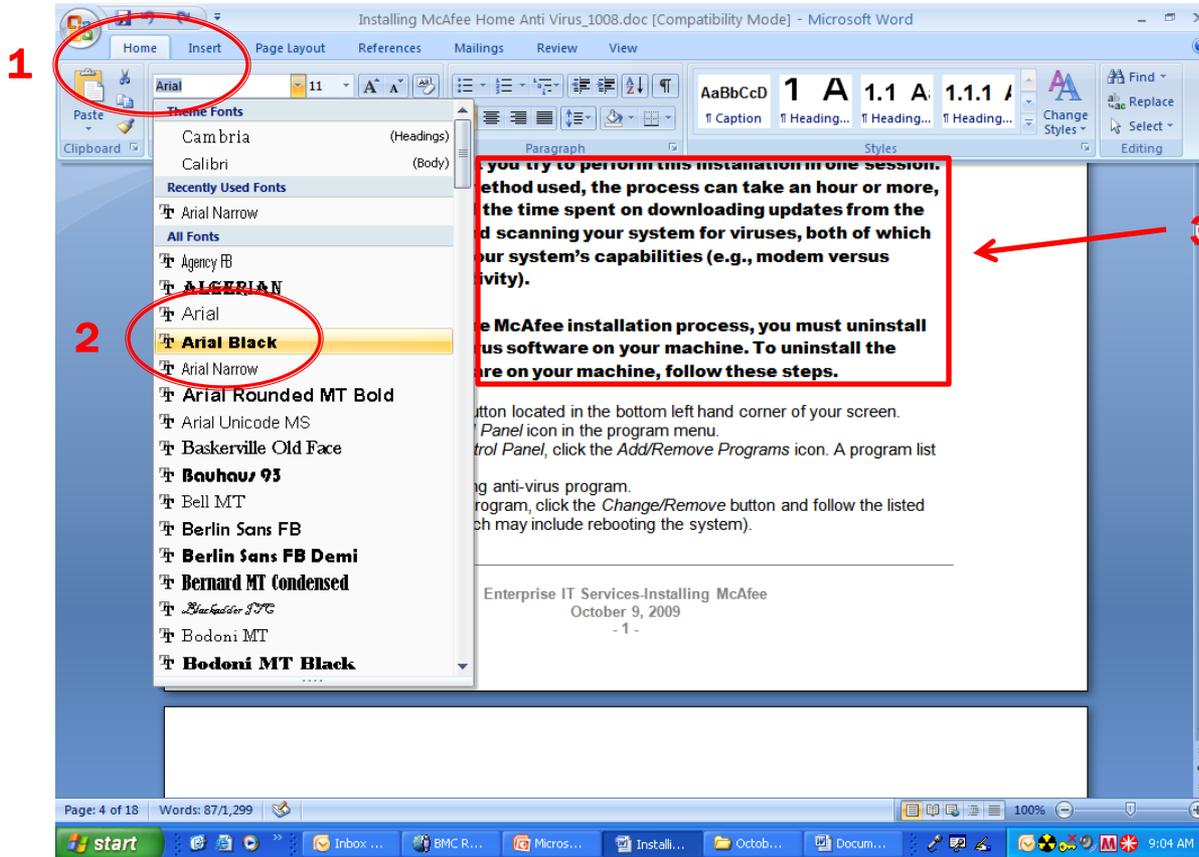
- ❑ The Zoom Slider allows you to zoom in and out of documents, which makes viewing the document simpler.
- ❑ Dragging the slider to the right and clicking the Zoom In button increases text size.
- ❑ Dragging the slider to the left and clicking the Zoom Out button decreases text size.



# What's New in Word?

- Tabs are designed to be task oriented. Groups within each tab break each task into subtasks.**
- Command buttons in each group carry out a command or display of menu commands**
- Addition of preformatted elements to make formatting your document easier (Themes and Quick Styles)**
- Improved graphics**
- Improve spell checker and dictionary capabilities**
- Improved document sharing capabilities**
- Ability to export files to portable document format (PDF)**
- Ability to detect documents with embedded macros**
- Reduced file size and improved corruption recovery**

# Some Word Features



Example 1: Changing fonts in Word

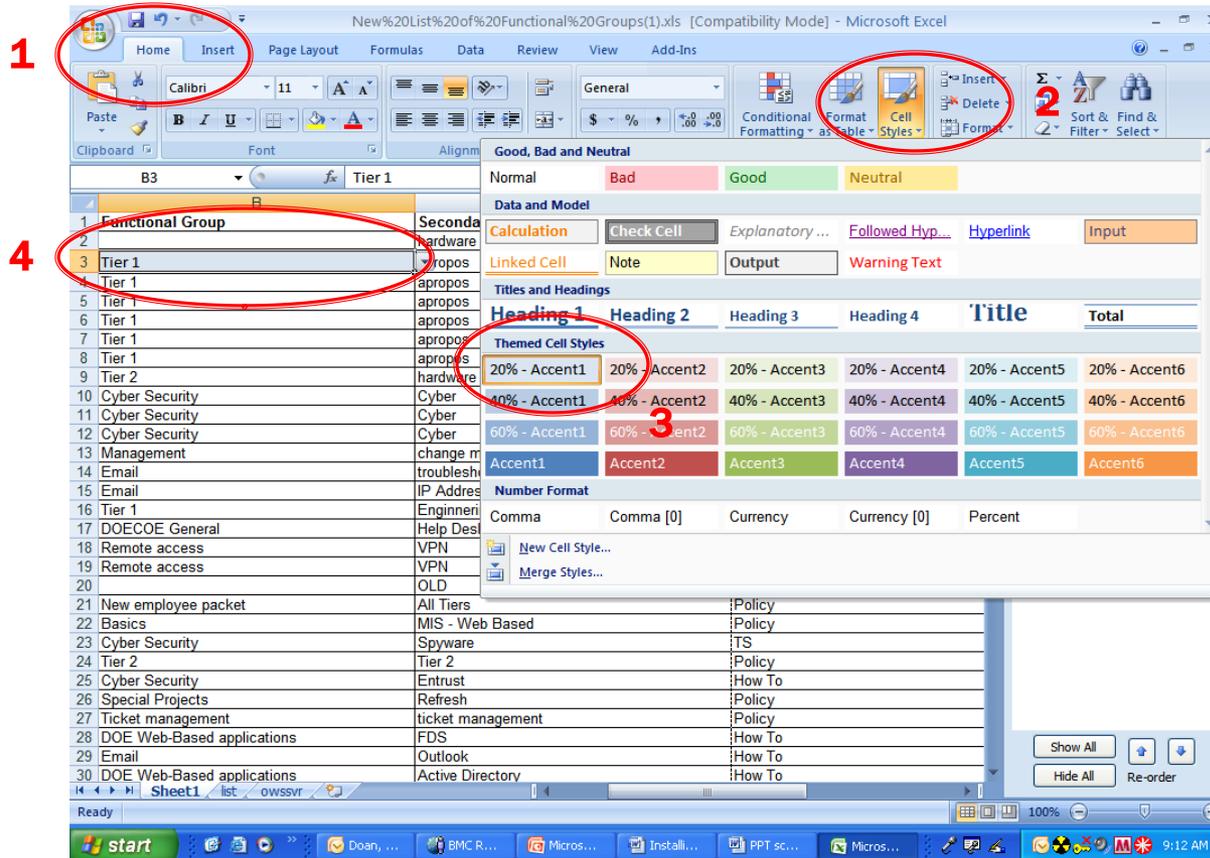
# Word Tips and Tricks

- Insert blocks of text with Quick Parts, a new functionality that lets you enter boilerplate text into any document.**
- Use bookmarks to mark trouble spots in your document.**
- Use the improved Styles function to enhance the look of your document.**
- Create your own custom dictionaries using the Spelling feature.**
- Create customized shortcuts.**
- Add document tags to make finding your documents easier.**

# What's New in Excel?

- ❑ **Results oriented user interface- commands and features can now be found on task oriented tabs.**
- ❑ **Dialog boxes have been replaced with drop down menu galleries that display options.**
- ❑ **Increased number of rows and columns ( 1, 048, 576 rows by 16, 384 columns – 1,500% more rows and 6,300% columns then Excel 2003)**
- ❑ **Excel 2007 can utilize up to 2 GB of memory (Excel 2003 was limited to 1 GB) allowing you to work with larger files.**
- ❑ **Addition of preformatted elements to make formatting your document easier. (Themes and Quick Styles)**
- ❑ **Improved formula writing, sorting and filtering, and use of table interface.**
- ❑ **Easier to use pivot tables**
- ❑ **New XML based file format. Earlier Excel format (.xls) is still supported as well.**

# Some Excel Features



The screenshot shows the Microsoft Excel interface with the following highlights:

- 1**: A red circle around the ribbon icons (Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins).
- 2**: A red circle around the 'Cell Styles' button in the Styles task pane.
- 3**: A red circle around the 'Themed Cell Styles' section in the Styles task pane.
- 4**: A red circle around the selected cells in the spreadsheet (rows 3-5, columns A-C).

Example 1: Formatting Excel cells

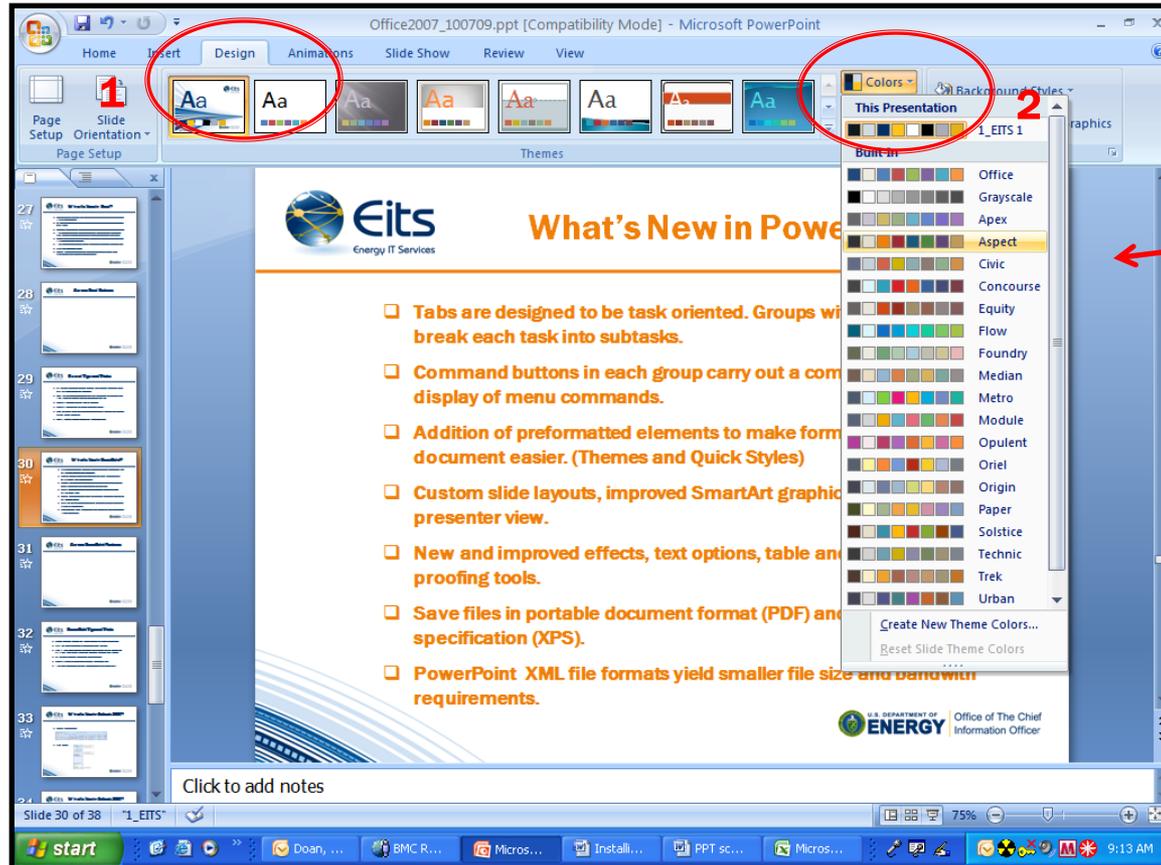
# Excel Tips and Tricks

- Create your spreadsheet format by building your own style using the new Style features.**
- Build your own template by using combination of data and formatting options for your own starter file.**
- Copy formulas using the Fill handle.**
- Copy formatting with the Format Painter.**
- Select multiple cells to delete data, apply formatting, shading, and other options.**
- Navigate a worksheet using the Name Box.**

# What's New in PowerPoint?

- Tabs are designed to be task oriented. Groups within each tab break each task into subtasks.**
- Command buttons in each group carry out a command or display of menu commands.**
- Addition of preformatted elements to make formatting your document easier. (Themes and Quick Styles)**
- Custom slide layouts, improved SmartArt graphics, and presenter view.**
- New and improved effects, text options, table and chart, and proofing tools.**
- Save files in portable document format (PDF)**
- PowerPoint XML file formats yield smaller file size and bandwidth requirements.**

# Some PowerPoint Features



**Example 1: Changing slide theme color**



# PowerPoint Tips and Tricks

- Coordinate the look of your slides with a design theme.**
- Tailor the Autocorrect feature to work for you.**
- Edit the slide master to make global changes to fonts and styles, add clipart, and add footer or date to your slides.**
- Create a default presentation template.**
- Copy a design theme to another presentation.**
- Improve the look of your presentation with SmartArt.**

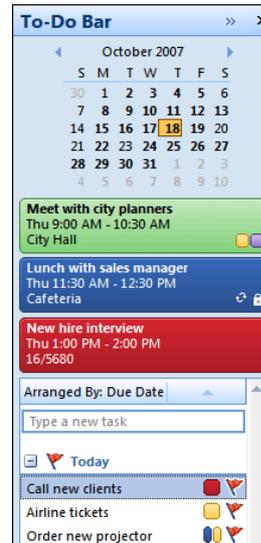


# What's New in Outlook 2007?

- ❑ **New Message View: ribbon interface similar to the rest of Office 2007**

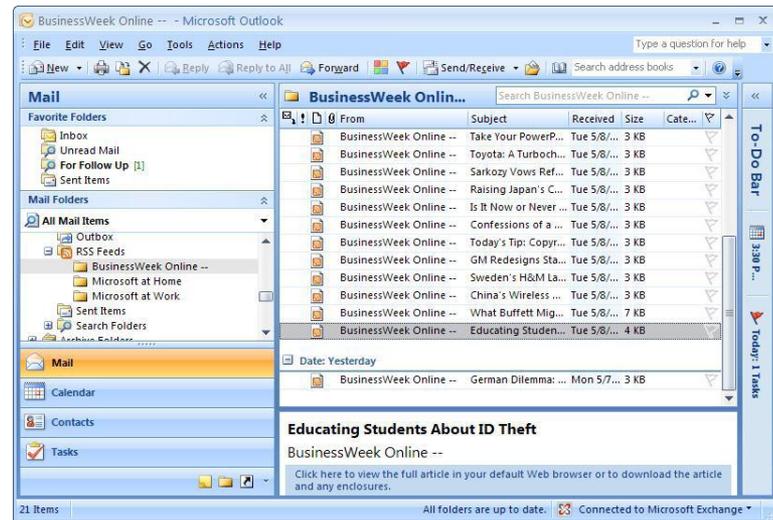


- ❑ **To-Do Bar: organizes your calendar, upcoming events, and tasks. Click “x” at the top right hand corner to close.**



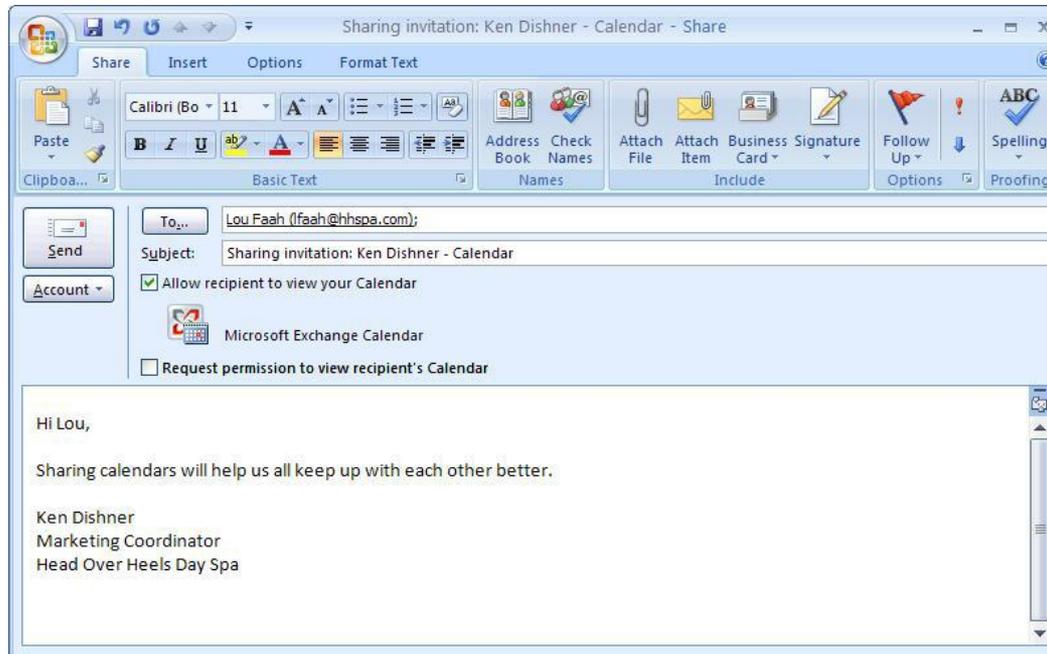
# What's New in Outlook 2007?

- ❑ **RSS Feeds:** you can now set your Outlook to receive content from multiple Web sources.



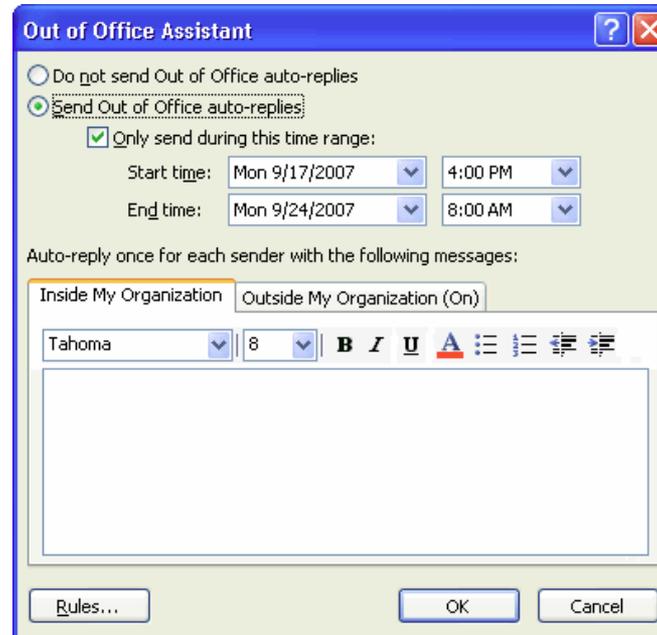
# What's New in Outlook 2007?

## ❑ Calendar Sharing



# What's New in Outlook 2007?

- ❑ **New Out of Office assistant features**
  - ❑ **Rich text formatting:** Fonts, colors and formatting can be used for your replies.
  - ❑ **Start and stop time:** You can set up your replies to start and stop with your time away from the office.
  - ❑ **Note:** Although an “Outside My Organization” tab is shown, these messages are not sent due to Cyber Security policy.



Out of Office Assistant

Do not send Out of Office auto-replies

Send Out of Office auto-replies

Only send during this time range:

Start time: Mon 9/17/2007 4:00 PM

End time: Mon 9/24/2007 8:00 AM

Auto-reply once for each sender with the following messages:

Inside My Organization    Outside My Organization (On)

Tahoma 8 B I U A

Rules...    OK    Cancel

# Need Additional Training?

- ❑ Go to the Microsoft web site [Get Started with the 2007 Microsoft Office System](#)
- ❑ Get a copy of Office 2007 through the Microsoft Home Use Program. For more information, contact the ESC Service Desk.
- ❑ Office 2007 classes are offered by the Microsoft eLearning Program. For the eLearning classes you must first have Office 2007 installed on your PC. For more information, contact the ESC Service Desk.
- ❑ Office 2007 classes are also offered by the Online Learning Center (OLC) - <https://olc2.energy.gov>. Consult your organization's training coordinator for instructions on how to sign up for training through the OLC.



# ESC Service Desk Contact Info

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# Conclusion

**Questions  
or  
Comments?**

